

Process for Hiring Lenexa Police Officer

Security is required for rentals that:

1. Have an anticipated attendance of 250* or more = 1 officer
 2. Serve alcohol:
 - Rental with 200 persons or less = 1 officer
 - Rental with 200 persons or more = 2 officers
 - Rental with 300 persons or more = 3 officers
- (*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 100)

The renter understands and agrees to the following:

- **Payment for security is due at the beginning of the rental and is given directly to the security officer in the form of cash. Fee per officer is \$40.00 per hour. Fee is subject to change on an annual basis.**
- Police officer(s) will be scheduled 30 minutes prior to the start of alcohol service and will maintain presence until 30 minutes after last call. If the event is a non-alcohol event with 250 persons or more, security will be present 30 minutes before guests arrive and remain present until 30 minutes after the event is over.
- **It is the renter's responsibility to ensure that no alcohol is consumed by any individual, prior to the officer arriving to the facility.**
- Cancellation of a security officer must be made 2 business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than 2 business days prior to the event.
- Renter must turn in Alcohol Permit and all other rental forms 60 days prior to rental date in order to secure an officer.
- The number of officers that will be scheduled will be based on the estimated attendance given at the time of rental. If this number changes please contact the Lenexa Parks and Recreation Department to update rental information.
- Renter is responsible for all security costs.
- Security will be booked by the Lenexa Parks and Recreation Department through the Lenexa Police Department.
- A minimum of two (2) hours security is required.
- Renter (contact person) must be present throughout the entire rental.

In order to book security for your event, please contact Lenexa Parks and Recreation at (913) 477-7100 or email parksandrec@lenexa.com at least 60 days prior to your event.